

Invoice Caisse des Dépôts more easily, receive your payments more quickly

With SY, Caisse des Dépôts new online service, processing your invoices becomes quicker and easier. Automation speeds up the processing of your invoices all the way through to payment.

SY provides you with a secure space to access information on purchase orders and invoices. Collaborative messaging and live tracking of invoicing facilitate dialogue with your Caisse des Dépôts correspondents. Electronic signatures speed up the process, and 10-year legal archiving meets the highest standards on the market today.

How to use the SY platform

► Rules for sending your invoices

- An invoice includes a unique order number, which is mandatory in all cases;
- Always indicate an invoice reference and a purchase order reference on credit notes;
- Indicate your bank account on the invoice in IBAN format;
- An order may be subject to a single down payment, subject to our services' approval;
- Please send us a native PDF that is not an image or a scan;
- Use explicit keywords more than 3 letters long
 - to designate the CDC order number or IBAN
 - e.g. IBAN, account, CDC order, your reference, AFP, etc. ;
- Be sure to indicate the VAT rate(s) applicable to your situation and to the services provided to Caisse des Dépôts.



To send your invoices, you have 3 options adapted to your needs



1.

Send your invoices in PDF format to the dedicated email address you will be provided with when you open the service.



2.

Upload your invoices in PDF format on the SY platform.



3.

Enter the invoice online directly or based on purchase order information.

■ How do you enter your invoices?

To enter an invoice, you must give CEGEDIM a mandate (contractual document) in order to authorise the service operator to produce your invoices in your name and on your behalf. The mandate is validated online via the SY Portal. If no mandate is signed, no invoice will be sent.

■ How do you validate your invoices?

When you send/upload your invoices in PDF format, they are automatically read by our partner CEGEDIM. Your invoices' reliability is ensured and they are integrated into our management tools. You validate and sign electronically online. From then on, you don't have to do a thing, and your payment arrives promptly.

■ How do you keep track of your invoices?

The dashboard shows all invoices sent along with their processing status. So you'll be kept informed of any payments you receive.

How do you access the online service?

■ If you're already a SY user

When Caisse des Dépôts activates the service, you'll be informed in your supplier space. You can use your current login details immediately.

■ If you are a new SY user

Once Caisse des Dépôts has activated the service you'll receive your login details by email. You can submit your invoices, administer other users' rights and configure your user account.

Do you need help?

■ Online help:

➤ **CEGEDIM answers all your questions**
(Video tutorials)

- Your question hasn't been answered and you need to get in touch with us.

contact:

Assistance-SY@caissedesdepots.fr



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make France
grow**

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